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- I. Examine each major objective to eliminate any duplication or overlapping with other objectives.
- II. Establish priority for each objective.
- III. Spell out the specific steps, phases, or elements which must be completed in order to achieve each major objective, and set tentative timetable for completion of each major objective.
- IV. Place responsibility for periodic follow-up within the Division as indicated by the tentative timetable.
- ~~V. Report progress monthly to Assistant Chief for Operations.~~

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